

August 6, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking surface parking space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Real Property Services on or before **4:00 PM, August 8, 2018**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Caroline Hulett via e-mail at cynthia.young@admin.sc.gov caroline.hulett@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Caroline Hulett
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
MEDICAL UNIVERSITY OF SOUTH CAROLINA**

SURFACE PARKING SPACE IN CHARLESTON COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – Medical University of South Carolina

- Location: Charleston County, in downtown Charleston near Medical University of South Carolina
- Expected occupancy date: November 1, 2018
- Total space needed is approximately 140 Parking Spaces
- Term: Provide proposed rates for a 2 year term

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: <http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can be provided upon request.**
- Property must meet zoning requirements for proposed use.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by Real Property Services by **4:00 PM, August 8, 2018.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Medical University of South Carolina. Direct contact can be cause for automatic disqualification.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Suite 408
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

CAROLINE HULETT
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-2363 FAX: 803-737-0592
EMAIL: caroline.hulettynthia.young@admin.sc.gov



